

Subj. copy

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Renovation of GA 0503/07

FROM:

C/CMS

NO.

DATE

17 December 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/EPS

2.

DO Registry

3.

SA/DDO

4.

5.

A DDO

6.

~~DC/CMS~~

7.

8.

DDA

9.

10.

C/CMS

11.

12.

13.

14.

15.

Concurrence

0-3: As you know, we are well into this. [redacted] has asked for a formal approval.

Please return original to CMS.

1 to all - Because there is a general stand-down on all renovations, specific approval is required of the DDO + with the concurrence of the DDA regarding cost. As a result of this move, CMS has to reconfigure space to accommodate secure storage of personnel files and administrative files for review panels.


DDA REGISTRY
FILE # 45-4

~~CONFIDENTIAL~~

17 December 1986

MEMORANDUM FOR: Deputy Director for Operations

VIA: Chief, Evaluation and Plans Staff

FROM: 
Chief, Career Management Staff

SUBJECT: Renovation of GA 0503/07


1. Your approval is requested to proceed with renovations to transform the GA 0503/07 Headquarters area into two panel rooms for CMS use. The necessary funds to complete this work are available within CMS. Cost estimates are as follows:

Renovations
Furniture
Total




2. Renovations to the GA 0503/07 area must be completed by early January to accommodate upcoming ranking and evaluation panels. There is every indication that this can be accomplished by then. We urge your approval so we can proceed with renovations immediately.


CONCUR:


Deputy Director for AdministrationDate 12/30/86

ILLEGIB


Chief, Evaluation and Plans StaffDate 12/30/86

25X1


Deputy Director for OperationsDate 12/30/86

25X1

~~CONFIDENTIAL~~